

23 March 1961

MEMORANDUM FOR: Chief, Document Division

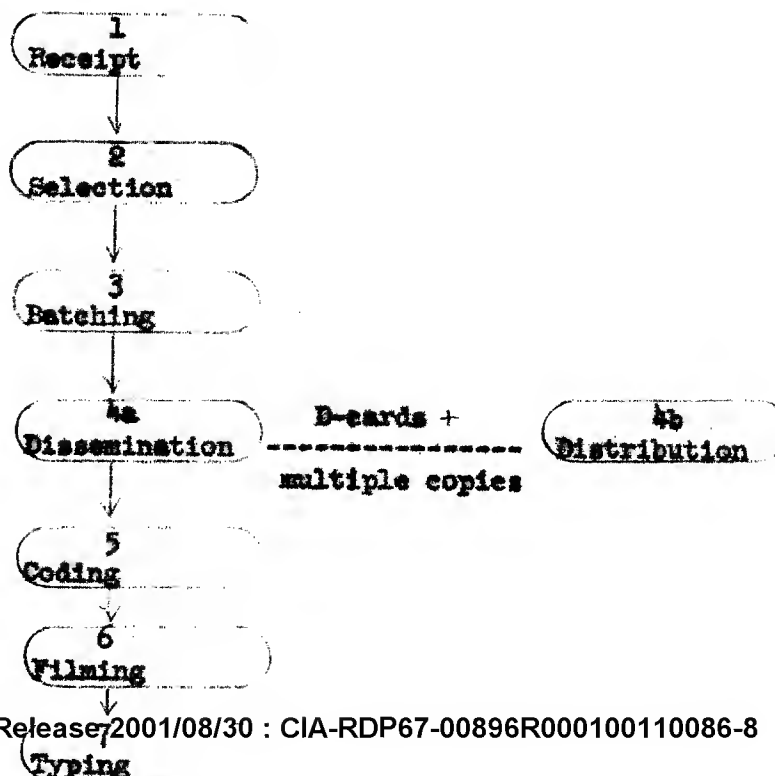
SUBJECT : Processing of CIA Documents

1. The procedure outlined below follows from the conclusions reached as a result of the experiment in the processing of OO reports. It proposes a change in the processing of all CIA documents which will:

- A. Provide for area screening in multiple copy but not restricted by batch envelopes.
- B. Provide for their screening at the head of the line as is done for other sources.
- C. Eliminate the use of batch control sheets (utilizing machine filed D-cards instead of batch control sheets for location control).

2. Procedure

A. Flow chart:



-2-

8. Explanation of flow chart:

- (1) Incoming mail inspect and receipt to PED; watch CE enclosures to documents; copy necessary / dissemination notes from CE manifests onto processing copy. Distribution clerk check enclosures for poor copy and evaluations; identify ND or evaluation type enclosures and CE by cable for expedite handling; pass to Selection.
- (2) Screen in multiple copy and pass to batch clerk by area or node groups.
- (3) Attach code sheets and batch by area or node groups, regular or expedite, as indicated.
- (4a) As usual (direct distribution of OSI and CSC copies to be done by disseminators).
- (4b) As usual.
- (5) As usual.
- (6) As usual.
- (7) As usual.

STATINTL

  
Chief, Control Branch

Concur:

Chief, Analysis Branch

Approved:

Chief, Document Division

Effective Date  
27 March 1961

Distribution:

- Orig. & 1 - Addressee
- 3 - Chief, AB
- 1 - CB
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